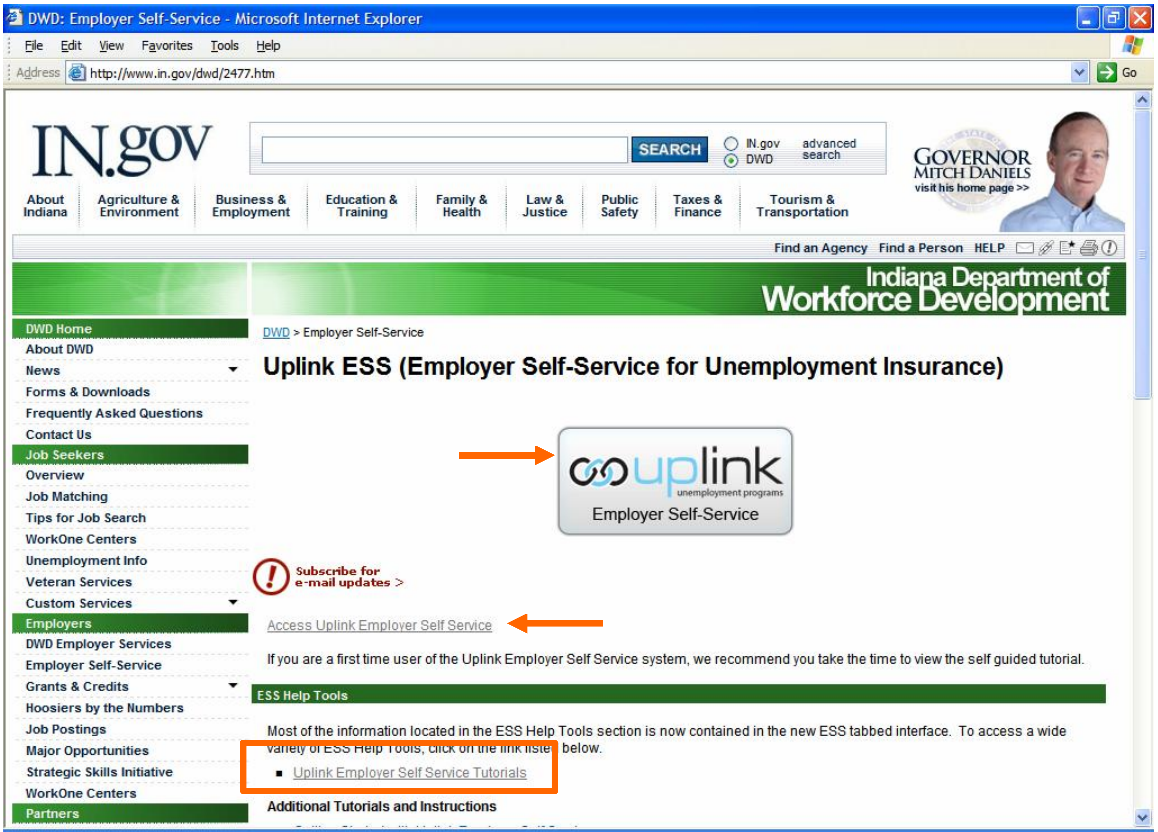
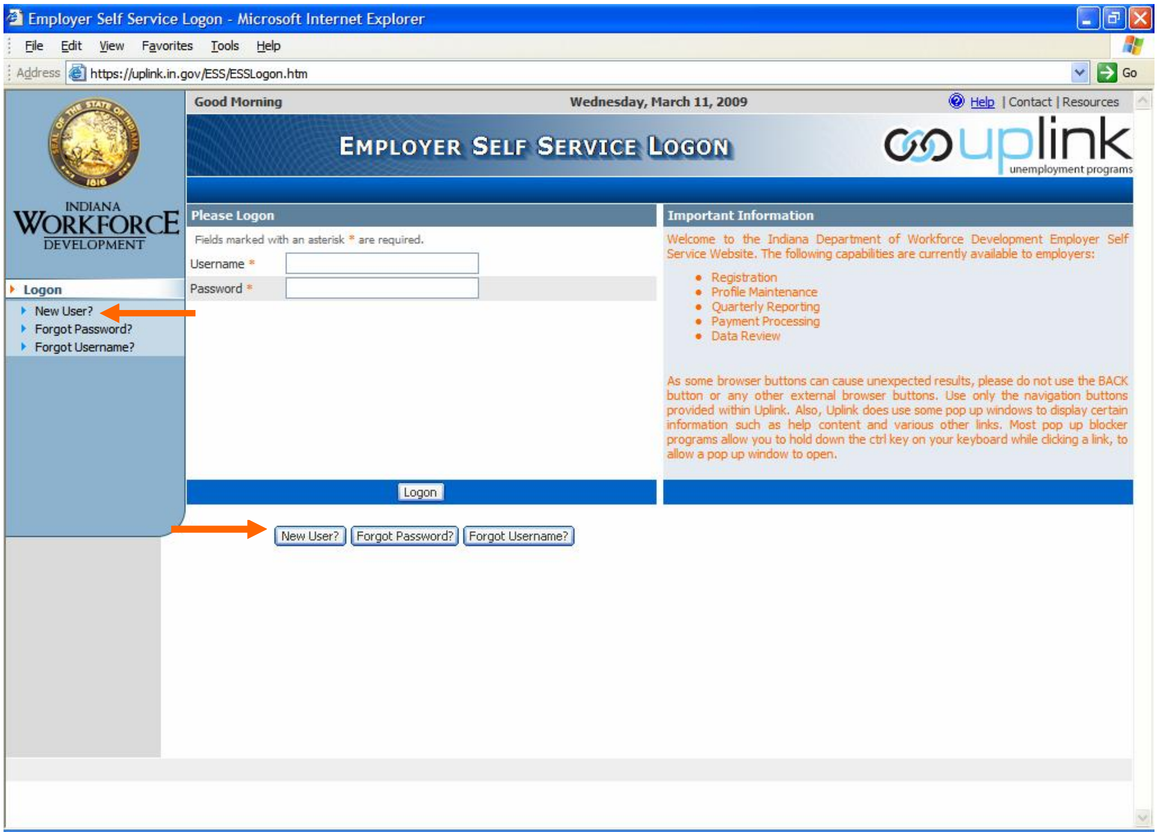
Online access instructions for EXISTING employers (employers who already have state unemployment insurance account numbers).

Register online at www.in.gov/dwd. Under the "Employers" menu on the left-hand navigation bar, select Employer Self-Service.

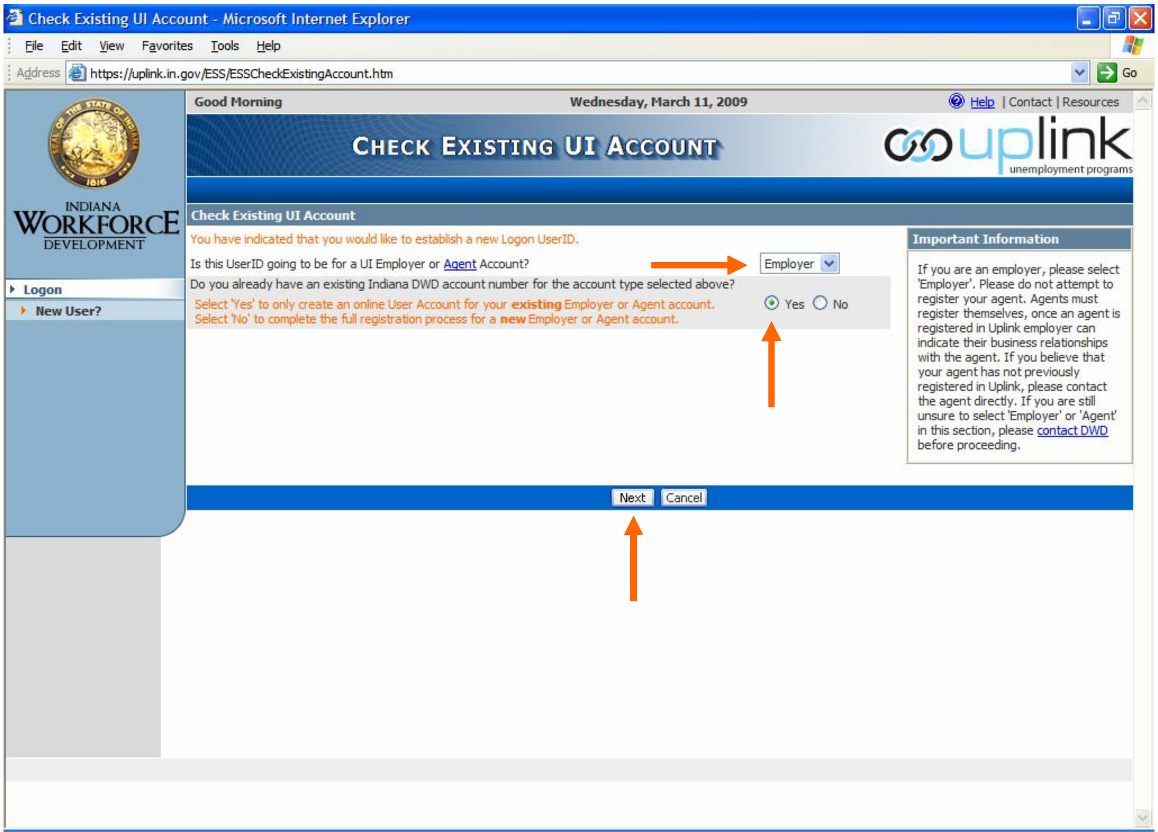
Now choose Access Uplink Employer Self Service or click on the Uplink icon in the center of the screen. You can also click on the tutorial links to learn more about Uplink.



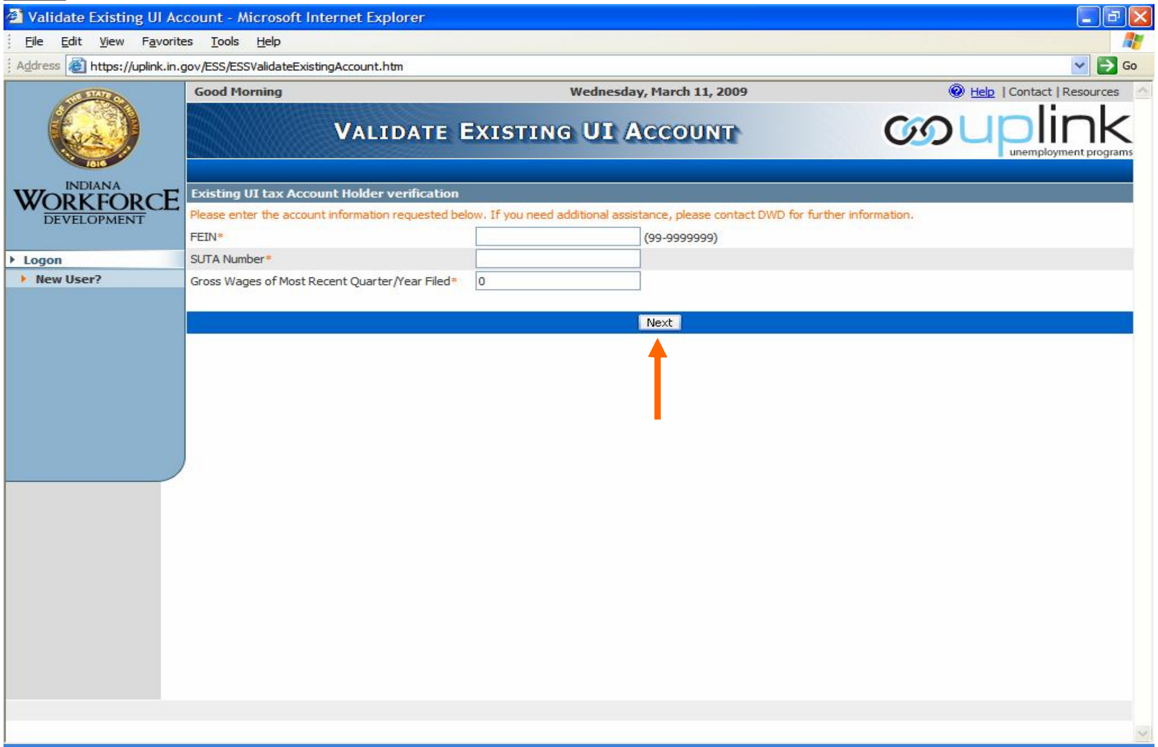
Select the New User? button under the Logon button or choose the New User? menu item on the left-side navigation bar.



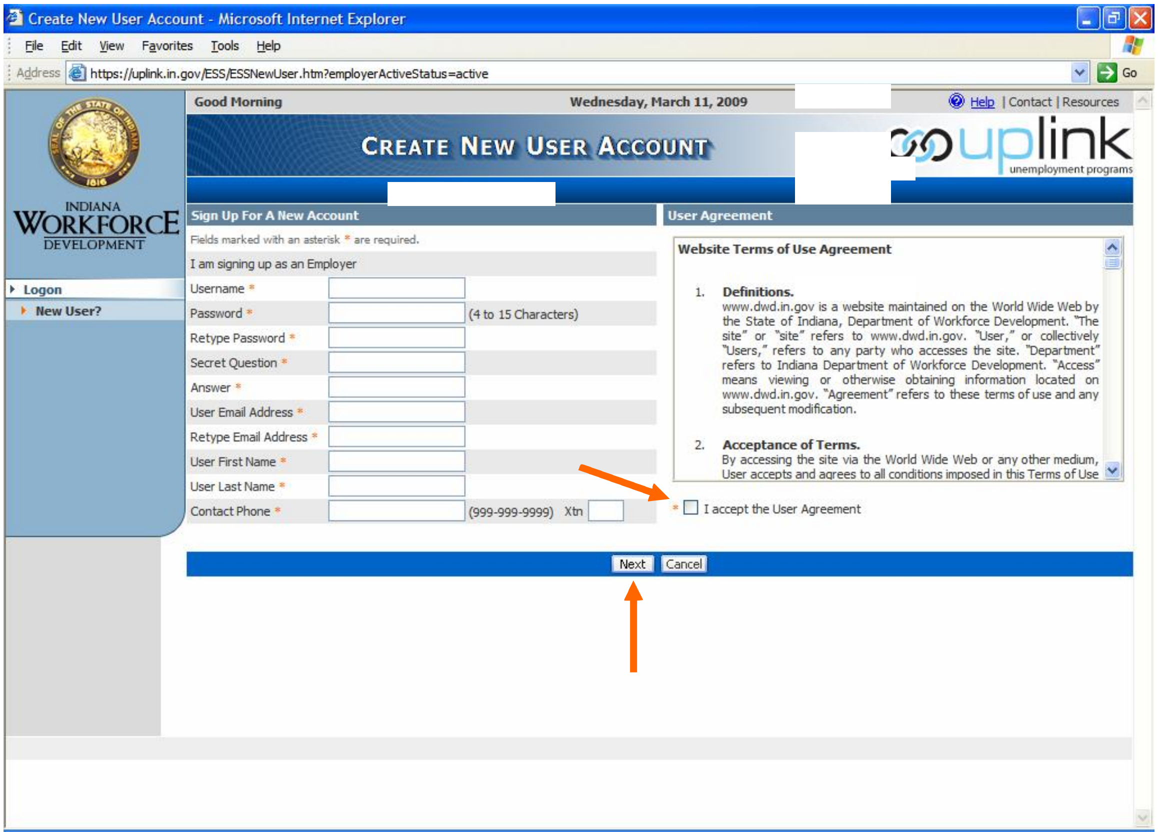
Select Employer from the dropdown box; select “Yes” (you have an existing state unemployment insurance account number); and click Next.



Complete the required information. Enter the gross wages from the last report the Department has posted in its system. Note: if you have not sent – or if you only recently sent – a report for the most recent quarter, do not enter those wages. Enter the wages from the quarter prior. Click Next.



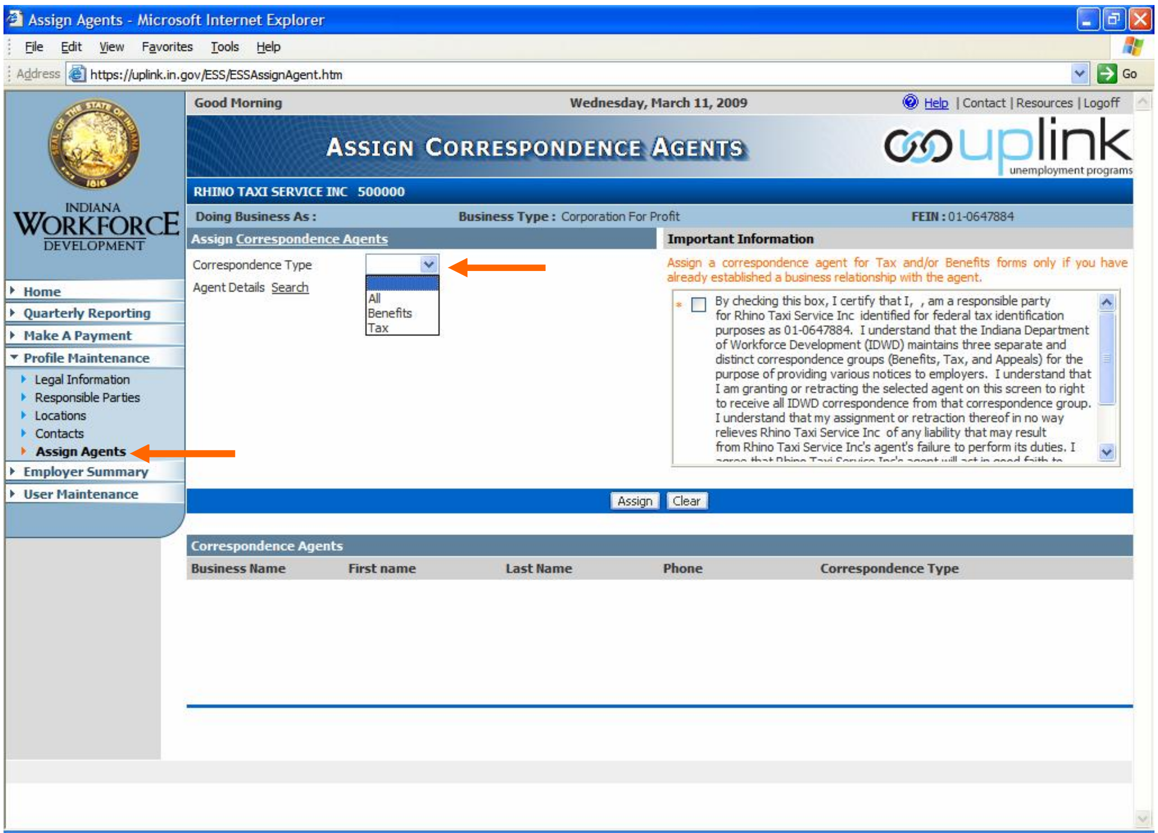
Create your username and password, check the box to accept the User Agreement, and click Next. Print the subsequent page for your records and click Next. You will be taken back to the logon screen where you will enter your Username and Password, select Logon, and begin managing your unemployment insurance account online.



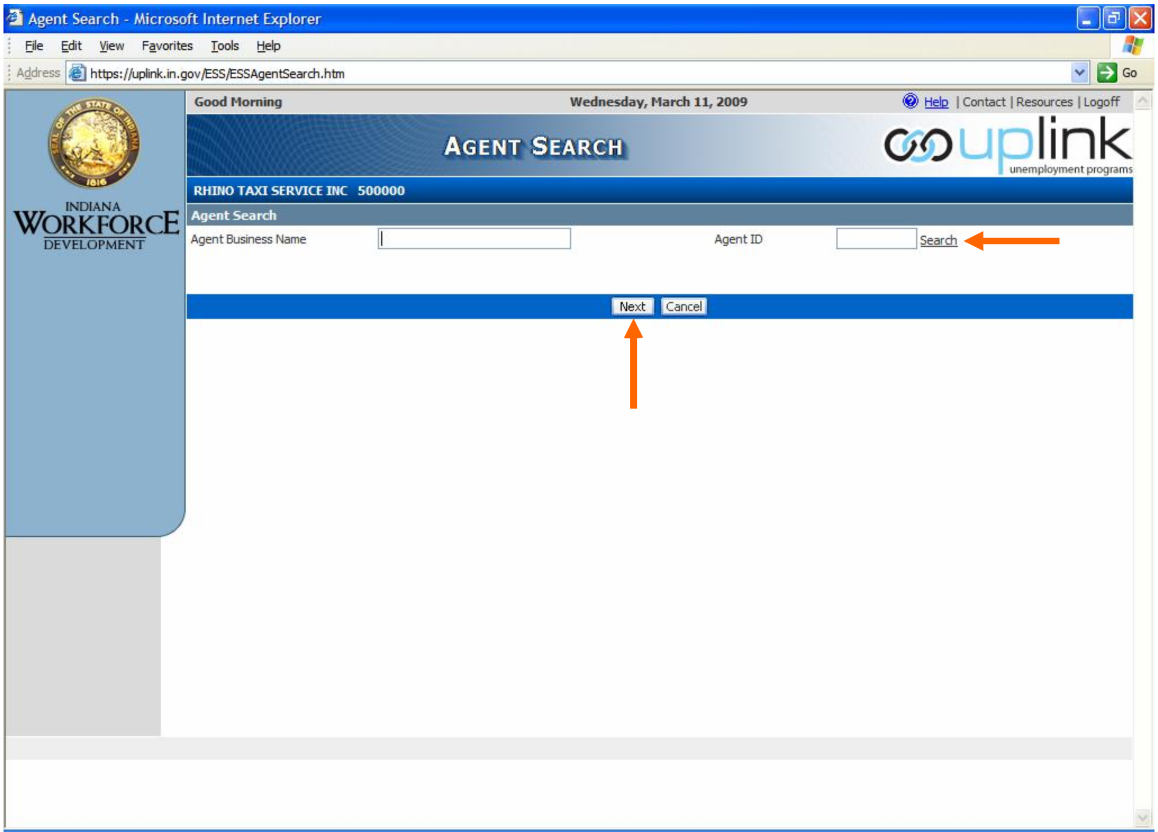
Complete the following ONLY if you have an agent and want to have all non-certified mail sent to their address.

Under the "Profile Maintenance" menu on the left-hand navigation bar, select Assign Agents. From the dropdown menu, select All, Benefits or Tax.

Note: ***All non-certified mail*** for that selection (All, Benefits or Tax) will be sent to the designated agent.

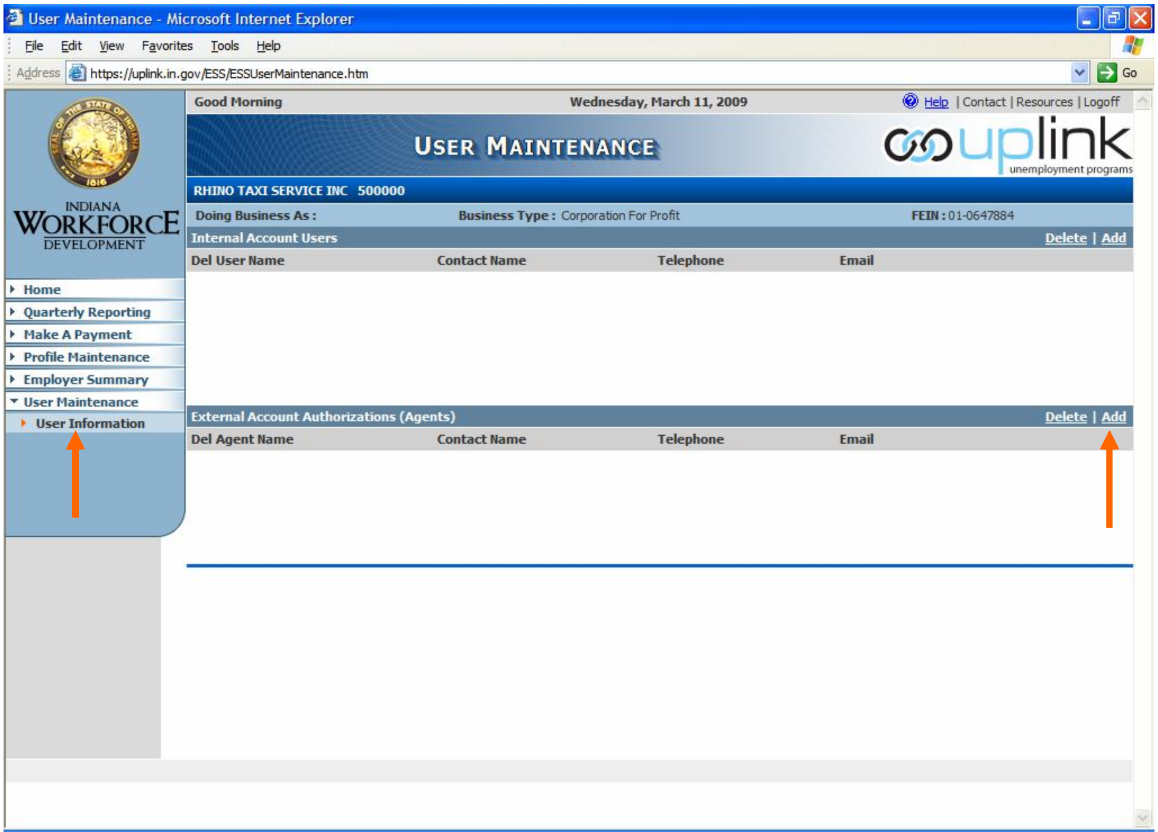


Type your agent's name and click Search. If there is more than one agent listed in the results, click in the circle to the left of the name to select the correct agent. Once the agent shown/selected on the screen is the agent you use, click Next.

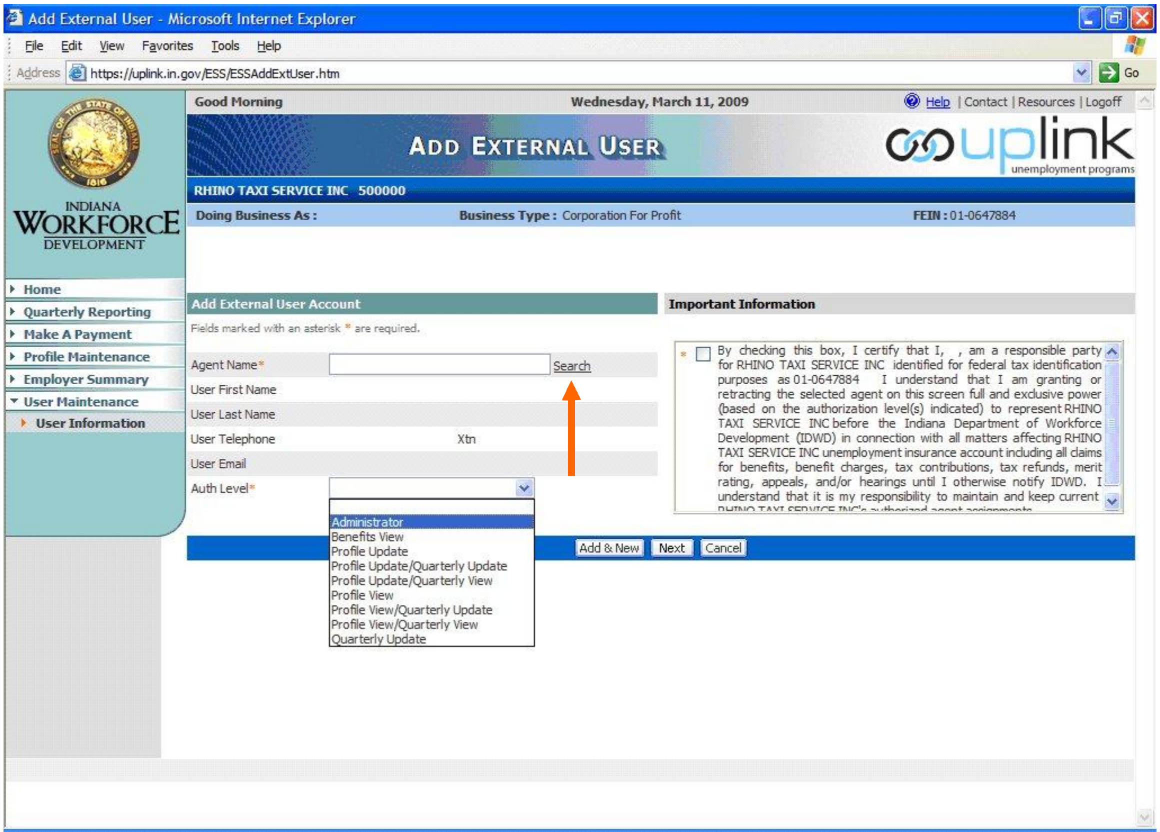


Complete the following ONLY if you want to authorize your agent to view or have the ability to update your account.

You may also assign an external agent. You can authorize your agent to simply view your account or to update all or part of your account. To assign an external agent, select 'User Maintenance' on the left-hand navigation bar. Once on the User Maintenance screen, select 'Add' on the right-hand side to add an external agent.



Click Search; enter your agent's name; and click Search again. If there is more than one agent to choose from, click in the circle to the left of the name to select the correct one.



Carefully select the authorization you want to give your agent.

- View – The user is only able to look at information. The agent cannot make changes to the account.
- Update – The user is able to look at and change/input information.
- Profile – The user is able to look at and change/input legal information (address, phone number, email address, etc.).
- Quarterly – The user is able to look at and change/input contribution and wage information.
- Administrator – This authorization allows the user to update your profile information, enter quarterly reports and gives the user authorization to access your account.

Be sure to read and click the check box in the Important Information section to authorize this change.

The agent must now access their online account and add your account to their client list.

Click on 'Add & New' to add your agent and give him the chosen authority. Click 'Next' to return to the User Maintenance screen. On the User Maintenance screen you have the ability to edit the agent information or delete them as a user.